

# ROUTING AND TRANSMITTAL SLIP

1/16/85

Sanitized Copy Approved for Release 2010/10/21 : CIA-RDP88G00186R000300330037-7

# EXECUTIVE SECRETARIAT

|   |                      |                  |      |
|---|----------------------|------------------|------|
| TO: (Name, office symbol, room number, building, Agency/Post) |                      | Initials         | Date |
| 1. D/TRAINING AND EDUCATION                                   |                      |                  |      |
| 2.  |                      |                  |      |
| 3.  |                      |                  |      |
| 4.  |                      |                  |      |
| 5.  |                      |                  |      |
| Action  | File                 | Note and Return  |      |
| Approval  | For Clearance        | Per Conversation |      |
| As Requested  | For Correction       | Prepare Reply    |      |
| Circulate   | For Your Information | See Me           |      |
| Comment   | Investigate          | Signature        |      |
| Coordination  | Justify              |                  |      |

## REMARKS

#1 - FOR ACTION

(PLS PREPARE A RESPONSE FOR DDA'S SIGNATURE WITH A DROP CY TO ER.)

SUSPENSE: 1 MAY 85

DO NOT use this form as a RECORD of approvals, concurrences, dispositions, clearances, and similar actions

|                |                 |
|----------------|-----------------|
| Room No.—Bldg. | EO/DDA 7D18 HQS |
| Phone No.      |                 |

5041-102

\* GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.606

TO:

|    |           | ACTION | INFO | DATE | INITIAL |
|----|-----------|--------|------|------|---------|
| 1  | DCI       |        |      |      |         |
| 2  | DDCI      |        |      |      |         |
| 3  | EXDIR     |        | X    |      |         |
| 4  | D/ICS     |        |      |      |         |
| 5  | DDI       |        |      |      |         |
| 6  | DDA       | X      |      |      |         |
| 7  | DDO       |        |      |      |         |
| 8  | DDS&T     |        |      |      |         |
| 9  | Chm/NIC   |        |      |      |         |
| 10 | GC        |        |      |      |         |
| 11 | IG        |        |      |      |         |
| 12 | Compt     |        |      |      |         |
| 13 | D/Pers    |        |      |      |         |
| 14 | D/OLL     |        |      |      |         |
| 15 | D/PAO     |        |      |      |         |
| 16 | SA/IA     |        |      |      |         |
| 17 | AO/DCI    |        |      |      |         |
| 18 | C/IPD/OIS |        |      |      |         |
| 19 | NIO       |        |      |      |         |
| 20 |           |        |      |      |         |
| 21 |           |        |      |      |         |
| 22 |           |        |      |      |         |

SUSPENSE

Date

Remarks

To # 6: For selection of nominees and direct response by 1 May 1985, please.

3637 (10-81)

Executive Secretary

15 Jan 85

Date

DDA SUBJECT FILE COPY

85-0191

STAT

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United States Department of State

*Foreign Service Institute*

1400 Key Boulevard  
Arlington, Virginia 22209

|                    |     |
|--------------------|-----|
| Executive Registry |     |
| 86-                | 149 |

The Honorable William Casey  
Director,  
Central Intelligence Agency  
Washington, D.C. 20505

|               |
|---------------|
| DD/A Registry |
| 85-0191       |

Dear Mr. Casey:

The Department of State is now engaged in selecting senior officers whose demonstrated potential for higher responsibilities at the executive level of the government would make them eligible for participation in the Twenty-eighth Seminar commencing on September 3, 1985. I would like to invite the Central Intelligence Agency to nominate a participant of similar qualifications.

Beginning with the Twenty-eighth Session, the Seminar will be known as The Senior Seminar, reverting to an earlier and still familiar usage.

Since the Seminar was established in 1958, its primary purpose has been to provide a select group of senior career officers with the opportunity to identify, analyze and reflect on major developments and trends in the United States and abroad which should be weighed in the decision-making process at the national level. The fundamental assumption of the Seminar is that the qualifications of its Members for senior career management and advisory roles in the government will be enhanced by the intensive program of lectures, readings, group discussions, travel, and case studies that the Seminar offers.

This year as in the past, participation of Agency officers has made a significant contribution to the Seminar; we hope such participation will continue.

-2-

If CIA wishes to nominate participants, we will make the necessary administrative arrangements in cooperation with your staff. Your Agency's nomination(s) should reach us by May 1, 1985.

Sincerely,



Joseph W. Twinam  
Dean

Enclosures:

1. Tuition Information
2. Security Clearance Information
3. DS-755 Request for Training

THE SENIOR SEMINAR

FOREIGN SERVICE INSTITUTE - DEPARTMENT OF STATE

TWENTY-EIGHTH SESSION

September 3, 1985 - June 13, 1986

SECURITY CLEARANCES

Senior Seminar Members must have TOP SECRET and 'Q' (or the equivalent of 'Q') clearances by the beginning of the Seminar year.

These clearances are required for those segments of the Seminar curriculum when classified lectures and visits to military installations which involve access to restricted data are scheduled as part of, and deemed necessary to, the Seminar program.

These clearances should be obtained by the sponsoring agency or department and must be valid for the duration of the Seminar.

FOR MILITARY MEMBERS AND MEMBERS OF THE DOD:

In lieu of 'Q' clearance, ERDA Form 277 ("Request for Visit or Access Approval"), indicating approval of access to "Restricted Data" and "other classified information" should be executed by the proper certifying official.

Certification that the above clearances have been obtained should be forwarded by the sponsoring agency of each Member prior to September 3, 1985 to:

=====  
Coordinator  
The Senior Seminar  
Foreign Service Institute  
Room 1209  
1400 Key Blvd.  
Arlington, Virginia 22209

In addition to the above, all Members of the Seminar must have SI/TK clearances (sensitive compartmented information).

This clearance should be obtained and certified by the sponsoring agency of each Member before September 3, 1985 to:

Mr. Thomas Thounhurst  
INR/IS - Room 6510A, NS  
Department of State  
Washington, D.C. 20520

The information transmitted to Mr. Thounhurst should include the following: full name, social security number, place of birth and security status as well as a reference to The Senior Seminar.

If you have any questions regarding this request, please contact Mr. Thounhurst at 632-1347.

THE SENIOR SEMINAR

FOREIGN SERVICE INSTITUTE - DEPARTMENT OF STATE

TWENTY-EIGHTH SESSION

September 3, 1985 - June 13, 1986

ESTIMATED PER CAPITA COSTS FOR MEMBERS OF CIVILIAN AGENCIES

TUITION:

Sponsoring civilian agencies will pay to the Department of State for each Member, approximately \$13,400.

DOMESTIC TRAVEL:

In addition to tuition, there will be an assessment of approximately \$6,600 per Member payable to the Department of State, to cover transportation and per diem costs for group travel to various cities and military installations within the United States.

A visit may be made outside the Continental United States, e.g., to Mexico or Canada. However, such a visit would not add to the overall figure quoted above.

Travel orders for domestic travel will be issued by the Foreign Service Institute.

INDIVIDUAL CASE STUDY RESEARCH:

As part of the Seminar curriculum, Members undertake one trip individually to conduct their individual investigations and research in connection with a Case Study Project. This is usually undertaken during the month of February. Cost of travel for the Case Study Project could run as high as \$2,000.

Individual Travel Orders, and obligation of funds for travel and per diem in connection with Case Study travel, are issued by and charged against, the sponsoring agency or department.